

Entry of the Correct Requesting MEPRS for CHCS Clinical Orders

Introduction:

Entry of the correct Requesting Location/MEPRS for all clinical orders is crucial in order to have workload properly attributed. As an MTF Provider, your attention to this detail determines whether your clinical activities are properly recorded and reported to higher headquarters.

Establishing Order Entry Defaults:

A) If you always work in the same clinical area and are using Desktop:

At the Desktop prompt, enter **UOP User Order Entry Preferences**

You will see the following screen prompts:

- PATIENT CARE PLAN DISPLAY:
- RECENT ORDER ENTRY LIST DURATION:
- DEFAULT LOCATION: ← **Enter Your Clinic Name Here**
- DEFAULT MEPRS CODE:

Important Note: Although it seems counterintuitive, the most important value to enter is **Default Location**. **Default Location** is primary value from which your Requesting MEPRS is derived. You can leave the **Default MEPRS Code** blank.

B) If you work in several clinical areas and are using Desktop:

- If you work in a different clinical area for an entire day/week/month, use the UOP option at the Desktop prompt to change your Default Location when you change clinical areas.
- If you work in a different clinical area depending upon the patient you are seeing, select the Patient Name from your desktop. At the Requesting Location prompt, you will see your Default Location from UOP display. **Simply enter a different Requesting Location.** If you don't know the name of the Location, type in the MEPRS Code and the system will give you a picklist. **DO NOT use <SpaceBar><Return>.**

C) If you always work in the same clinical area and are not using Desktop:

- Select USR (User-Specified Customization Menu) from the Physician's Menu.
- Then select PRF (Set User Preferences Menu)
- Finally, select Desktop User Order Entry Preferences. You will see the same prompts as above. Enter in your Clinic Name at the Default Location prompt.

Important Note: Although it seems counterintuitive, the most important value to enter is Default Location. Default Location is primary value from which your Requesting MEPRS is derived. You can leave the Default MEPRS Code blank.

D) If you work in several clinical areas and are using not Desktop:

- If you work in a different clinical area for an entire day/week/month, use the USR option from the Physician menu to change your Default Location when you change clinical areas.
- If you work in a different clinical area depending upon the patient you are seeing, access Order Entry (ORE) from the Physician menu and enter the Patient Name. At the Requesting Location prompt, you will see your Default Location from UOP display. **Simply enter a different Requesting Location.** If you don't know the name of the Location, type in the MEPRS Code and the system will give you a picklist. **DO NOT use <SpaceBar><Return>.**